

Pay Audit System

Subcontractor User Guide

Updated January 4, 2012





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ABOUT THIS GUIDE

This document is divided into the following chapters:

- Introduction of Subcontractor Pay Audit System Software
- Describing the Subcontractor Pay Audit System Software, including job aids for typical scenarios
- Appendix A – Glossary
The Glossary provides definitions of functional and technical terms that appear in the user guide
- Appendix B – Sample Emails
The sample emails provide the vendor an example of what communication to expect on a regular basis from the Pay Audit System.

WHO SHOULD USE THIS GUIDE

This guide is intended for subcontractor users that have been listed as a certified Minority or Women Business Enterprise (MWBE) subcontractor on a contract with the State of Indiana.

This guide assumes the vendor has some knowledge of the self-service portal of the operating system (PeopleSoft Financials) and the Subcontractor Pay Audit System. For more information or question contact the [MWBE Division](#) at mwbecompliance@idoa.in.gov.



INTRODUCING THE PAY AUDIT SYSTEM SOFTWARE

The Indiana Department of Administration (IDOA) is happy to introduce a new and exciting resource that will allow us to better serve state government and our vendor community, the Pay Audit System.

What Is The System?

The Pay Audit System is Indiana's MWBE subcontractor payment auditing and compliance system. For State contracts with certified MWBE subcontractors, the Prime Vendor and Subcontractors will use the Pay Audit system to independently report payments from the Prime Vendor to the Subcontractors.

What Are the Anticipated Benefits?

The Pay Audit System will bring great value to all the parties impacted by Indiana's supplier diversity program:

- Efficient reporting of payments received by certified MWBE vendors
- Data for our State executives to monitor progress towards annual goals by agency and take corrective action where needed during the year
- Improved access for the MWBE Division to the more complete and accurate data needed to address the various inquiries received from our stakeholders

How Do You Access the System?

Subcontractors enter the system using the State of Indiana's Self-Service portal

<https://financial.gmis.in.gov/psp/fsprd> accessed by your Bidder ID. Each subcontractor is required to have a Bidder ID in order to receive M/WBE certification. Once in the Subcontractor Compliance System, subcontractors will navigate to the Subcontractor Payments page and enter payment information received from Prime Vendors on each State of Indiana contract. Subcontractors are sent monthly email notifications reminding them to enter information on payments since the last submission.

(Note: A certified MWBE Subcontractor may also be a Prime Vendor for one or more State of Indiana contracts. For those contracts, that entity will also record their payments from the State as a Prime Vendor, as well as any payments to their own certified MWBE subcontractors on those State contracts on the Prime Vendor Payments page. Instructions for entering payments as a Prime Vendor can be found in the Prime Vendor Users Guide)

How Do You Register as a Bidder?

If your company is not currently registered as a bidder please go to the [Bidder Registration](http://www.in.gov/idoa/2464.htm) homepage located at <http://www.in.gov/idoa/2464.htm> for instructions on how to register your business. Problems or questions concerning the registration process can be e-mailed or phoned to the contact listed at the bottom of the Registration Page.



What if you forget your User ID or Password?

Vendors who have forgotten either User ID or Password can obtain this information by going to the State of Indiana's Self-Service portal at <https://financial.gmis.in.gov/psp/fsprd> and click on the link titled "Report an Issue". Fill out all necessary information on the ticket and in the "Describe your problem" box indicate you need either your User ID or Password information to Log-in to PeopleSoft.

ORACLE
PEOPLESOFT ENTERPRISE

User ID:

Password:

Sign In

[Click here if you need your password reset](#)
[State of Indiana PeopleSoft Related Links](#)
[Information and Helpful Links](#)
[Report an Issue](#)



SUBCONTRACTOR PAYMENTS PAGE

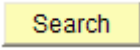
Subcontractor Payments Page Description

The Subcontractor Payments page allows the Subcontractor access to search for State Contracts and enter their payment information online via their PeopleSoft Bidder ID. The page lists the Prime, Contract ID/PO #, and last payment date (when the Prime was paid). This page also provides a list of all payments reported by the Subcontractor. The Subcontractor is responsible for filling in how much they were paid by the Prime. The Subcontractor also has the ability to enter comments in a free form text field in regards to the contract.

The Subcontractor enters payments for each contract they are listed on. Subcontractors can be listed on more than one active contract at the same time.

Page Layout - Subcontractor Payments Search Page

The Subcontractor Payments Search page allows you to search for the Contract against which you need to enter payment information. You can enter as much or as little search criteria as you know. If you don't know your

Vendor ID or Document ID, you can leave all fields blank and click the  button and all contracts you are assigned to will be displayed.



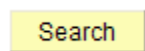
Field/Page Descriptions

Bidder ID – Number assigned to Registered Bidder (Subcontractor) by State of Indiana. Leave this field blank if you don't know your Bidder ID.

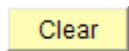
Vendor ID – Number assigned to Prime Vendor by State of Indiana when company registers with the State of Indiana Auditor's Office. Leave this field blank if you don't know the Prime Vendor's ID.

Document ID – This is the unique document ID for your Pay Audit Record. It will either be the EDS # or a PO # of the contract you are listed on, leave this field blank if you don't know your EDS # or PO #.

Business Unit – This is the contracting agency.



- Use the search button to complete the search

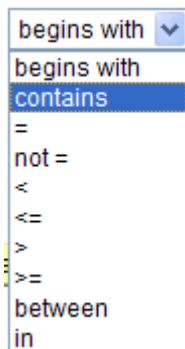



- Use the clear button to clear the search criteria fields.



[Save Search Criteria](#) - Use the Save Search Criteria link to save your search criteria for the next time you navigate to this page.

Section 1: Oper Id - Use the different oper Ids when searching. The most often used Oper Id is **Contains** as it allows you to enter the partial Name/Number and it will search for anything containing what you entered.



Section 2:  **Look up** – This icon allows you to look up your Vendor ID, Document ID or Business Unit. It will open a new page that lists all available options.



Page Layout - Subcontractor Payments Page

The screenshot shows the ENCOMPASS Subcontractor Payments page. It includes a header with the ENCOMPASS logo and a navigation bar. The main content area is titled "Subcontractor Payments" and contains several sections:

- Subcontractor Information:** A box containing fields for Subcontractor, Prime Contractor, Document Number, and Business Unit. A red arrow labeled "1" points to this box.
- Contract Status:** A section asking "Do you have a fully executed contract in place with" followed by radio buttons for "Yes" and "No". A red arrow labeled "2" points to the "No" radio button.
- Payment Information:** A section with a title bar and a table. The title bar includes "Customize | Find | View All |" and "First 1 of 1 Last". The table has columns for "Amount Received", "Payment Date", and "Invoice Number". Below the table, it shows "\$0.000 Total Received to Date". A red arrow labeled "3" points to the "since last" text.
- Vendor Comments:** A section with a "Vendor Comments" link and a "Save and Submit" button. A red arrow labeled "4" points to the "Vendor Comments" link.

At the bottom left, there is a "Notify" button.




Section 1: Header Information includes contract identifying information: **Subcontractor, Prime Contractor, Document #** and **Contracting Agency**.

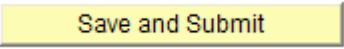
Section 2: Each Subcontractor is required to have a **Fully Executed Contract** with the Prime Contractor for each contract on which they are being utilized as an MWBE subcontractor. Each time a subcontractor goes to this page, they will need to verify that they have a fully executed contract in place.

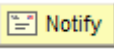
Section 3: Payment Information Section will list Amount Received, Payment Date and Invoice Number fields to be entered by the subcontractor. This section is for reporting payments received from the Prime Contractor. The Invoice Number is for the invoice the Subcontractor submits to the Prime Vendor.

Subcontractors are required to enter Amount Received, Payment Date and Invoice # for each payment.

Use the  button to add a new payment line. Once you submit a payment, you will not be able to delete a payment line.

Section 4: Use the [Vendor Comments](#) link to enter comments in a free form text field in regards to the contract.

Use the  button to save and submit your payment information to IDOA/MWBED.

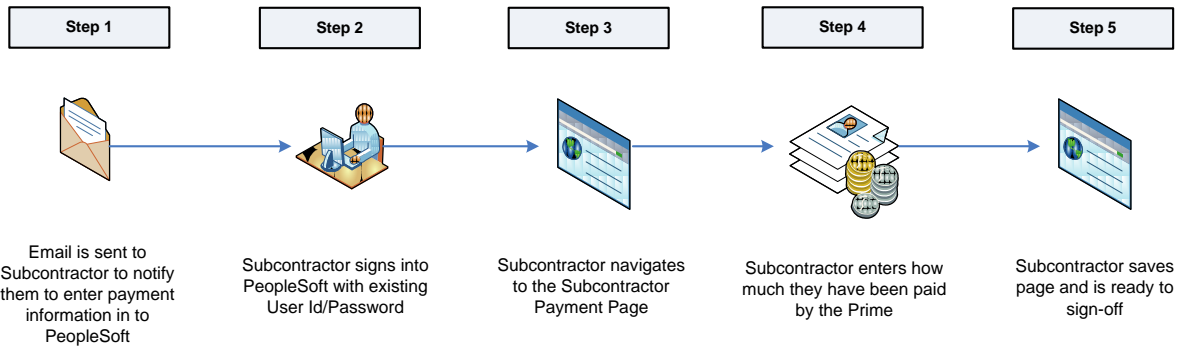
Use the  button to open an email template to send to the MWBE Division.



SAMPLE WALKTHROUGH FOR A SUBCONTRACTOR ENTERING PAYMENTS

The Subcontractor logs into PeopleSoft using their Bidder ID and password. They will navigate to the Subcontractor Payments page and enter their contract number. This page is used externally by the Subcontractor.

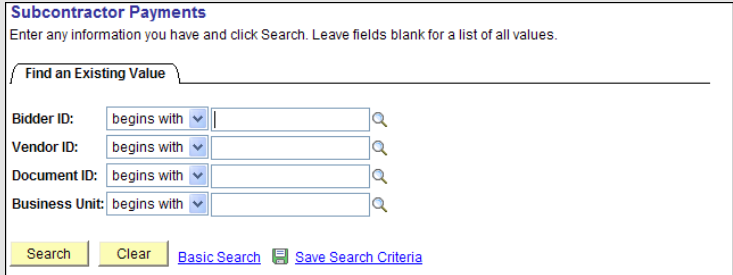
Process for Subcontractor to enter Payment Information



**Example 1: Subcontractor entering payments**

Scenario: A Subcontractor has received an email notification informing them they need to report how much they have been paid by the Prime Vendor.

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Step 1 | Subcontractor receives email and clicks on link to PeopleSoft. Subcontractor logs in using Bidder ID and Password. |
| Expected Results: | Bidder PeopleSoft login page displays |

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Step 2 | Navigate to Main Menu > M/WBE Management System > Subcontractor Payments> Find Existing Value from the Home Page |
| Expected Results: | Subcontractor Payments Search Page displays.  |

Step 3

Expected Results:

Subcontractor enters **Bidder ID, Prime Contractor, Document ID, and/or Business Unit** and click on **Search**.

Subcontractor Payments Search Results displays.

Subcontractor Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Bidder ID:

begins with

Vendor ID:

begins with

Document ID:

begins with

Business Unit:

begins with

Search

Clear

Basic Search

Save Search Criteria

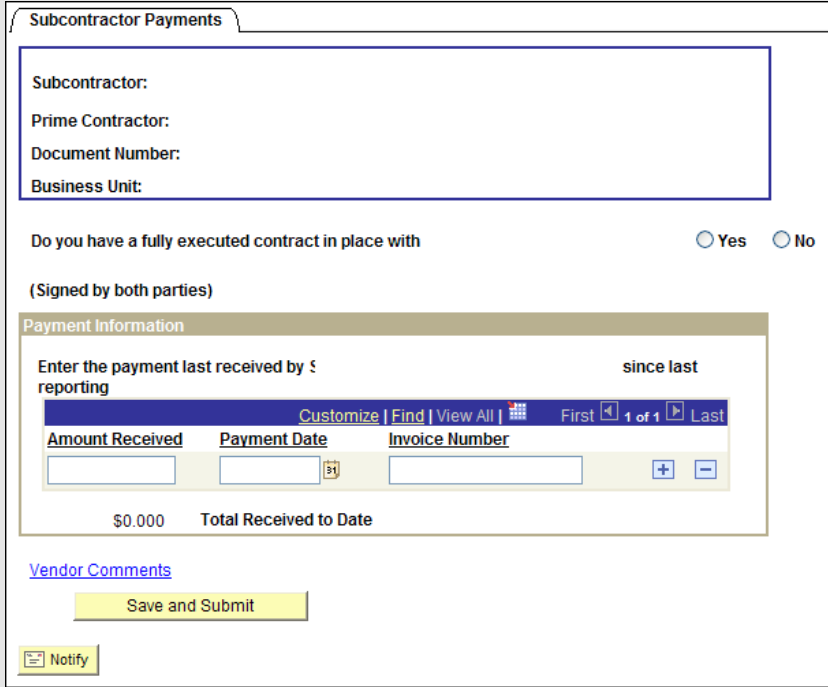

Search Results

View All


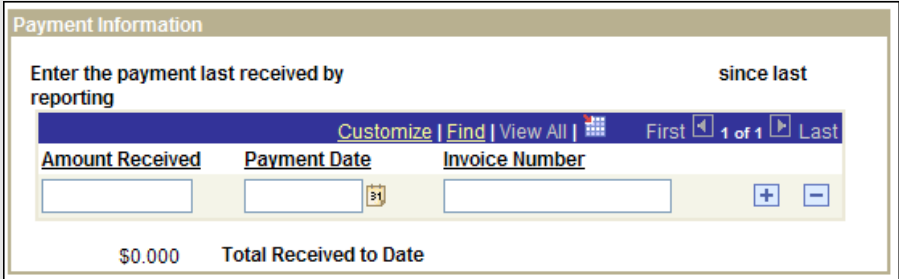
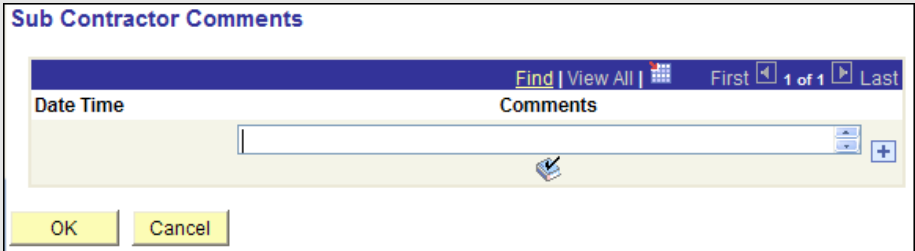
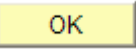

First1-6 of 6Last

| Bidder ID | Bidder Name | Vendor ID | Vendor Name | Document ID | Business Unit |
|------------|-------------|------------|------------------------------------------|----------------------|---------------|
| 0000011855 | ENTAP, Inc. | 0000000841 | PITNEY BOWES INC | 12345678901234567890 | 00061 |
| 0000011855 | ENTAP, Inc. | 0000052766 | PITNEY BOWES MANAGEMENT SERVICES (blank) | | 00061 |
| 0000011855 | ENTAP, Inc. | 0000219369 | ENTAP, INC | 11223344556677889900 | 00061 |
| 0000011855 | ENTAP, Inc. | 0000219369 | ENTAP, INC | 12345678900987654321 | 00061 |
| 0000011855 | ENTAP, Inc. | 0000219369 | ENTAP, INC | ABCDEFGHIJKLMNPOQRST | 00061 |

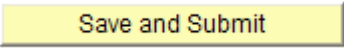
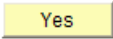
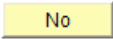
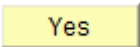
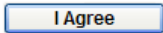
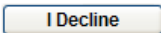
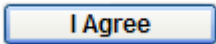
*Example 1: Subcontractor entering Subcontractor Payments*

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 4 | Subcontractor selects desired Document ID they wish to enter payments for |
| Expected Results: | <p>Subcontractor Payments Page displays.</p>  |
| Step 5 | Subcontractor selects the  Yes radio button for the fully executed contract question. |
| | NOTE: The Subcontractors must have a fully executed contract (signed contract) in place with the Prime Vendor. |
| Expected Results: | Subcontractor Payments page displays with the Yes button selected. |

*Example 1: Subcontractor entering Subcontractor Payments*

| | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 6 | <p>Subcontractor enters Amount Received, Payment Date and Invoice Number for payments received since the last submission to this system.</p> <p>NOTE: Use the  button to add an additional payment line.</p> |
| Expected Results: | <p>Subcontractor Payments page displays with new payment information added.</p> <div></div> |
| Step 7 | <p>Subcontractor clicks on the Vendor Comments hyperlink to enter comments in regards to the contract.</p> |
| Expected Results: | <p>Subcontractor Comments Page displays.</p> <div></div> |
| Step 8 | <p>Subcontractor enters comments and selects .</p> <p>NOTE: Use the  button to add an additional comment.</p> |
| Expected Results: | <p>Subcontractor Payments Page displays.</p> |

*Example 1: Subcontractor entering Subcontractor Payments*

| | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 9 | Subcontractor selects  button to submit payment information |
| Expected Results: | <p>Save warning message displays.</p> <div><p>Do you want to continued to submit payment information? (31000,9)</p><p> </p></div> |
| Step 10 | Subcontractor selects  |
| Expected Results: | <p>State Disclaimer displays.</p> <div><p>Disclaimer</p><p>I certify that the information provided here is accurate. By submitting this response and data the person submitting the same affirms and acknowledges that they/she/he have read and understand the information provided and have full authority to provide this information on behalf of the listed entity. I further understand that using any false or misleading information may result in prosecution for fraud, revocation of certification, and having this business placed on a suspension list barring it from contracting or doing business with the State of Indiana or any of its agencies.</p><p> </p></div> |
| Step 11 | Subcontractor selects  |
| Expected Results: | <p>NOTE: Subcontractor must agree to terms before submitting payment information. If they decline, not payments will be saved.</p> <p>Payment information is saved and submitted.</p> |

The Subcontractor is required to enter information for payments received from the Prime Vendor through the life of the contract.

**APPENDIX A – GLOSSARY**

This glossary provides definitions of functional and technical terms that appear in the user guide.

| <u>Term</u> | <u>Definition</u> |
|--------------------------------|----------------------------------------------------------------------------------------------------------|
| Audit | A formal examination of Prime payments and Subcontractors payments reported for accuracy and agreement |
| Bidder | Registered/Certified subcontractor (Does not receive direct payment from the Auditor of State) |
| Certified | Subcontractor is certified after submitting proper paperwork and receiving approval from the MWBED |
| Compliance | A contract is in compliance when the Prime Vendor and the Subcontractor reports the same payment amounts |
| EDS | The summary document attached to the State contract. EDS = Executive Document Summary |
| Fully Executed Contract | Written and signed contract between both parties |
| MBE | Minority-Owned Business Enterprise |
| MWBED | Minority/Women Owned Business Enterprise Division (Division of IDOA) |
| Payment | Amount Prime paid subcontractor/Amount Subcontractor was paid by Prime |
| PO # | The Purchase Order Number is associated with the payment from the Auditor of State. |



Glossary continued...

| | |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| PO Tier II Page | (Purchase Order Tier II) Tab on the PeopleSoft PO page where the agency enters in the contract and MWBE participation |
| Prime Vendor | Vendor who received the contract award and receives direct payment from Auditor |
| Subcontractor | A secondary person/company that is hired by the Prime to do part of the work from the contract |
| UNSPSC | Industry Code (I.e. Trucking) |
| Vendor | Person/Company doing business with the State (Receives direct payment from the Auditor) |
| Vendor/Subcontractor Comments | Place for Prime Vendor or Subcontractor to record any comments they have in reference to the contract |
| WBE | Woman-Owned Business Enterprise |



APPENDIX B – SAMPLE EMAILS

To make sure you don't miss any emails coming from the Pay Audit System or the MWBE Division, we recommend that you put mwbecompliance@idoa.in.gov in your address book, or place it on your company's 'safe list' of email addresses you want to receive mail from. This will ensure that the emails won't be mistakenly sent to your junk folder or blocked.

INTRODUCTION EMAIL

A Subcontractor receives this email when a new contract has been awarded by the State.

From: IDOACompliance@idoa.in.gov

Subject: State of Indiana IDOA: Recent Contract Award – Prime Vendor

Congratulations on your recent State of Indiana contract award. Our records indicate that your company will use certified minority and/or women owned businesses as subcontractors on this contract. If you have not already contacted your subcontractors, we request that you contact the identified subcontractors and begin negotiating your subcontractor agreements immediately. In accordance with your company's State contract, subcontractor agreements must be submitted to the Minority & Women's Business Enterprise Division within 30 days of the fully executed contract date. No changes may be made to the contractual commitment with your MWBE subcontractors without the written approval of the MWBE Division.

The Minority & Women's Business Enterprises Division will monitor the MWBE participation on this contract. In accordance with 25 Indiana Administrative Code (IAC) 5, your company is required to report your contract payments using Indiana's online MWBE Pay Audit System. To access the MWBE Pay Audit System, login at <https://fs85.gmis.in.gov/fs91prd/signon.html>. A monthly reminder will be sent to your company using the email address listed in your company's State of Indiana vendor file; please make sure this email address remains up-to-date at all times. When making your first entry in the MWBE Pay Audit System, please include MWBE payments made to date for each active contract.

The MWBE Division may recommend imposition of sanctions for material breach of contract pursuant to 25 IAC 5-7-8 for companies that do not submit subcontractor agreements within 30 days of the fully executed contract date and/or do not comply with this reporting requirement. If it is determined that a violation of this rule has occurred, the Division may elect to immediately employ one (1) or more of the sanctions found in 25 IAC 5-7-8(b).

Contract Details

Document ID : 1234546789

Document Type: PO

According to the approved MWBE Participation plan your company will subcontract with the vendor listed below:

Vendor Name 1



If you need additional assistance regarding this or other related MWBE concerns, please contact the MWBE Division at (317) 232-3061.

Thank you.

Contract Compliance Group
Minority and Women's Business Enterprises Division
Indiana Department of Administration

MONTHLY EMAIL REMINDER

A Vendor receives this email at the end of each month as a reminder to enter vendor payments for the time period.

From: IDOACompliance@idoa.in.gov

Subject: State of Indiana IDOA: Monthly Reminder – Enter MWBE Payments

You have received this notice because your company has been awarded one or more State of Indiana contracts that contain a MWBE subcontractor participation plan and/or your company is listed as a subcontractor on one or more State of Indiana contracts that contain a MWBE subcontractor participation plan. In accordance with 25 Indiana Administrative Code (IAC) 5, you are required to report MWBE spend in relation to this contract. The State of Indiana uses the MWBE Pay Audit System to track MWBE payments, where payments should be entered within 15 days of receipt of this notice. If this is your company's first entry in the MWBE Pay Audit System, please include MWBE payments made to date for each active contract.

To report payments, visit <https://financial.gmis.in.gov/psp/fsprd> . If you have questions about how to use the system, please refer to the handbook that can be found on this website as well.

The MWBE Division may recommend imposition of sanctions for material breach of contract pursuant to 25 IAC 5-7-8 for companies that do not comply with the reporting requirement. In the event that it is determined that a violation of this rule has occurred, the Division may elect to immediately employ one (1) or more of the sanctions found in 25 IAC 5-7-8(b).

If you have any questions about this request please contact the MWBE Division at (317) 232-3061. For system questions please contact **ENTAP, Inc**, our MWBE Pay Audit System vendor, at support@entap.com . For email inquiries please put **SOI – (Brief description of Issue)** in the subject line.

Please visit the State of Indiana's MWBE Compliance website for additional information and resources at <http://www.in.gov/idoa/compliance>.

Thank you.

Contract Compliance Group
Minority and Women's Business Enterprises Division
Indiana Department of Administration